



Arnold Schwarzenegger, Governor
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

**Accounting Administrator I (Supervisor)/
Staff Services Manager I**
Sacramento
Permanent- Full-time

The Department of Real Estate is recruiting to fill an Accounting Administrator I (Supervisor) or a Staff Services Manager I position in its Fiscal Operations Unit. The incumbent is responsible for the DRE Accounting Office, as well as the majority of accounting functions for the Office of Real Estate Appraisers. DRE is located at 2201 Broadway, Sacramento, CA 95818.

Duties of the position include:

- Plans, organizes, directs, evaluates and coordinates the Accounting processes for DRE and OREA, which include: Accounts Payable, Revolving Fund, Accounts Receivable and Revenue.
- Responsible for the DRE Cashiering Unit, which processes all incoming mail, money deposits and daily deposits.
- Supervises a staff consisting of three professional accounting personnel, two technical accounting personnel, four clerical cashiering personnel, and student assistants/seasonal clerks as necessary.
- Prepares probationary reports, Individual Development Plans, and Performance Appraisals for office staff.
- Monitors and evaluates workload of staff; makes recommendations for staffing needs, including training.
- Oversees the year-end closing process and prepare DRE's and OREA's Financial Statements.
- Interacts considerably with DRE's and OREA's executive staff, program and section managers, supervisors, field offices, auditors, vendors, control agencies and other governmental agencies.
- Acts as back-up for the Staff Services Manager II in Fiscal Operations.

Required qualifications:

- Extensive knowledge of CALSTARS and CalATERS.
- Extensive knowledge of the procedures of the State of California and related laws, rules and regulations.
- Ability to supervise and direct the work of staff.
- Ability to organize and manage workload.
- Excellent oral & written communication skills.
- Ability to work independently.
- Dependability and excellent attendance.

Desirable qualifications:

- Experience serving in a supervisory capacity.
- Knowledge of personnel management practices and procedures including the disciplinary process, grievance procedures, employee development and labor relations.
- Knowledge of administration and departmental goals and objectives.
- Computer literate with experience in Microsoft Word, Excel and the Internet.

Salary:	<u>Accounting Administrator I (Supervisor)</u> \$4746 - \$5726	<u>Staff Services Manager I</u> \$4746 - \$5726
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Who may apply: Current State employees at the Accountant Administrator I (Sup) or Staff Services Manager I classification levels, individuals who are transferable to the class(es) or those with list eligibility and meet the accounting requirements. **Priority consideration will be given to SROA/Surplus employees. Please indicate status on your state application or include a copy of your notice.**

Submit Applications to:
Michele Walton, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0796 or CALNET 498-0796

For information on the position contact:
Diane Westphal, Staff Services Manager II
Fiscal/Accounting Section
(916) 227-0845 or CALNET 8-498-0845
diane_westphal@dre.ca.gov

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: OPEN UNTIL FILLED

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>.

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and interviews will be conducted on a flow basis. Only those most qualified will be contacted for an interview.